

THE MARRIAGE BUREAU MISSION

The mission of the Marriage Bureau, Family Court, Superior Court of the District of Columbia, is to issue marriage licenses, to maintain accurate and complete records of all marriage licenses, and to issue minister authorizations in the District of Columbia.

The goal of the Marriage Bureau is to provide quality service to all customers in a courteous and expeditious manner. The Marriage Bureau officiates and schedules all Civil Wedding Ceremonies in the District of Columbia.

HISTORY OF THE MARRIAGE BUREAU

Until 1966, the Marriage Bureau was a division within the U.S. District Court. In 1967, the Marriage Bureau became a part of Superior Court. In November 1987, the Marriage Bureau joined the then Family Division of the Superior Court of the District of Columbia.

In January 1998, the Marriage Bureau automated the Marriage License process, the Minister Application, the Civil Wedding Calendar, and the Correspondence Database to provide quality service to the people of the District of Columbia. In 2001 the Family Division became the Family Court.

RESPONSIBILITIES OF THE MARRIAGE BUREAU

The Bureau's responsibilities include:

- Receipt and review of applications for marriage licenses;
- Receipt and review of applications for authorization to celebrate marriages in the District of Columbia;
- Filing, docketing, and maintaining all District of Columbia marriage records from 1811 to the present and assisting the public in their review;
- Officiating at civil marriages at the Court;
- Responding to inquiries about Marriage License information; and
- Assisting petitioners filing a Petition to Correct a Marriage Record with the Domestic Relation Branch, Room 4230.

MARRIAGE BUREAU FEE SCHEDULE

Marriage Application	\$ 35.00
And Marriage Certificate	\$ 10.00
Minister Registration	\$ 35.00
Marriage Records w/Seal	\$ 10.00
Record Search (per name/yr.)	\$ 10.00
Oaths/Affidavits	\$ 1.00
Triple Seal Certificate/Copy	\$ 30.00
Plain Copy per Page	\$.50

CASH OR MONEY ORDERS ONLY

MARRIAGE BUREAU

OFFICE HOURS

8:30 A.M. TO 5:00 P.M.

MONDAY - FRIDAY
(EXCEPT LEGAL HOLIDAYS)

Information line (202) 879-4840

Superior Court Website: www.dccourts.gov

MARRIAGE BUREAU
D.C. Superior Court
H. Carl Moultrie I Courthouse
500 Indiana Avenue, N.W.
Room 4485
Washington, D.C. 20001

FAMILY COURT Marriage Bureau



MOULTRIE COURTHOUSE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

MARRIAGE LICENSE INFORMATION

- Marriage License Application fee: **\$35.00 and \$10.00** for certificate. (Cash or Money Order)
- The minimum age for marriage in D.C. is 18, without consent; and 16 with parental or guardian consent. (*Proof of age is required: driver's license, birth certificate, or passport.*)
- Name, address, social security number, and date of birth for both parties must be provided. Home and work telephone numbers are requested. Also, information on any previous marriages (i.e. the city, state, country of each marriage and the ending status of each, such as by divorce or death) must be provided.
- A blood test for (VDRL) SYPHILIS is required and must be provided on a DHS 366 form. This form must be submitted at application. This premarital blood test is valid for only thirty (30) days. In D.C., a physician, clinic, hospital, or military medical facility will often have the forms available to certify the test results.
- Blood test results from independent laboratories or from other jurisdictions that do not have the DHS form available need to be submitted with a supporting letter from a doctor to the D.C. Serology Laboratory, in the John Daly Building (Municipal Center), at 301 C Street N.W., Room 6154, Washington, D.C. 20001 (202-727-0558). The Serology Laboratory currently charges \$10.00 for each certification, payable by check or money order only.
- By law, three full days must pass between the day of application and the day that the license can be issued.
- The fee payment receipt is required to pick up the license.
- MARRIAGE LICENSES ARE NOT ISSUED BY MAIL.

HOW TO SCHEDULE A CIVIL WEDDING CEREMONY

When you apply for your marriage license, you may request a "CIVIL WEDDING" 10 business days in advance of the date and time you would like to get married. You must give this information to the Marriage Clerk. The Marriage Clerk will contact the parties by telephone to confirm the appointment requested.

The Marriage Clerk will make the following arrangements:

- Notify authorized Court-appointed persons who can perform civil marriages.
- **Schedule** the Marriage Ceremony Room, which holds approximately 10-15 guests.
- Issue a **certified copy** of your marriage license the same day.

A court official will perform your marriage ceremony. There is no fee for this service; however, a tax-deductible donation to the D.C. Superior Court Art Trust Fund is requested.

TO RECEIVE A CERTIFIED COPY OF MARRIAGE LICENSE

- You must provide the full names of the Groom and Bride (including maiden name) and the date of marriage.
- The fee is \$10.00 (\$.50 for a plain copy). Cash or Money Order.
- You may request a copy in person or by mail.
- Triple Seal Certificate fee is \$20.00, plus \$10.00 for a copy. This certificate is generally used for verification of marriage in another country.

APPLICATION FOR AUTHORIZATION TO CELEBRATE MARRIAGES IN THE DISTRICT OF COLUMBIA

- Application fee is \$35.00. (Cash or Money Order)
- Authorization is valid only in Washington, D.C.
- The applicant must have an endorser who is of the same religious society and who is currently registered with the Marriage Bureau of Washington, D.C.
- If there is no endorser available, the applicant may apply according to procedures for "The Registration of Clergy Without Endorser". Copies are available in the Marriage Bureau or on the website.

D. C. SUPERIOR COURT ART TRUST

The Trust was founded by the late Judge Edward A. Beard in May of 1957 for the general purpose of purchasing art works using contributions to judges and other court personnel for officiating at civil marriages.

The Trust has grown to include a superb collection of oils, watercolors, prints, graphics, sculptures, pastels, etc., from local artists. These works are on display throughout the Courthouse